



ARKANSAS ALTERNATIVE DISPUTE RESOLUTION COMMISSION

TO: Interested Parties

FROM: Jennifer Jones Taylor
ADR Coordinator

DATE: December 11, 2008

RE: ADR Grant Applications

Chair
Sidney McCollum

Members

Timothy Boe
Kenneth Gallant
Robert Hornberger
Edward Nelson
Robert Moberly
Kathryn Searcy

Coordinator
Jennifer Jones Taylor

Asst. to the Coordinator
Lynne Osborn

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The Arkansas Alternative Dispute Resolution Commission is accepting grant applications for projects promoting or furthering the use of alternative dispute resolution in Arkansas. Funding is provided by a state appropriation totaling \$51,300 annually.

The Commission has determined these funds may be used for programs including, but not limited to the following:

1. District, Circuit, and Appellate Court ADR Programs
2. School Conflict Resolution/Peer Mediation Programs
3. General Community ADR Education Programs
4. Mediation Training
5. Other Programs promoting/using ADR

Eligible recipients include courts, state and local government agencies, educational institutions, or non-profit agencies using or promoting ADR for the benefit of the general public.

This information is being disbursed statewide to judges, mediators, state agencies, and schools. We encourage you to work in partnership with others from your community to apply for an ADR grant.

Grant application deadline is **March 20, 2009 no later than 4:00 p.m.**

ARKANSAS ALTERNATIVE DISPUTE RESOLUTION COMMISSION

Grant Application - 2009

Please indicate the category under which you are applying for ADR Commission grant funds:

- ☐ Court Based ADR Program
- ☐ Small Claims Mediation Programs
- ☐ School Conflict Resolution/Peer Mediation Skills Programs
- ☐ General Community ADR Education Programs
- ☐ Mediation Training
- ☐ Other Programs promoting/using ADR

You are:

- ☐ First-time applicant
- ☐ Previous applicant, not currently a grantee
- ☐ Current grantee (if so, have you applied for other funding? ☐ See Public & Private Funding Disclosure Form)
- ☐ Previous grantee (if so, please provide date of last grant award _____)

Name of Organization/ Applicant _____

Address _____

Telephone Number _____ Fax Number _____

Project Name (if applicable) _____

Tax Identification Number _____ Amount Requested _____

Program Director _____

Contact Person _____

Name of legal entity receiving
and responsible for funds _____

ADR Commission Grant Application - 2009

Please answer the following questions. If you think a question is clearly not applicable to your application, indicate so by writing N/A in the answer space provided.

1. Describe your organization, its history and purpose.
2. Describe specifically why you need these funds, how the funds will be used to further the use or promotion of ADR in Arkansas.
3. Describe the expected benefits.
4. What are your goals, planned activities, and a timetable for completion.

ADR Commission Grant Application - 2009

5. If this is an on-going project or program, how do you intend to become financially self-sufficient? What is your timetable for becoming financially self-sufficient? Specifically list any other grants or funding for which you have applied.

6. Describe the geographical area to be served, the number of people to be assisted, and your methods used to derive this information.

7. Describe existing or projected community involvement and support for this program/ project.

8. Identify other organizations or projects within your geographical service area that provide the same or similar service, and describe any cooperative work between you.

ADR Commission Grant Application - 2009

9. Describe your efforts to obtain other funding.
10. Describe the potential impact if the ADR Commission grant funds are not made available to you.
11. Attach a list of the members of your board of directors or other governing entity and their employers.
12. Are you exempt from income taxation? _____ If so, attach a copy of your IRS exemption letter. If not, describe your charitable, educational, or ADR related purpose.

ADR Commission Grant Application - 2009

13. Attach an executed Grant Assurances Form.

14. Attach a completed Financial Budget Form. The budget should prioritize each specific use for these funds. The Commission may not be able to grant your entire request for funds, and we need to know which items you consider most necessary for funding.

15. Briefly describe any additional information that you think we should have.

Please submit an original and 10 copies of this application and all attachments:

**Arkansas Alternative Dispute Resolution Commission
625 Marshall St.
Little Rock, AR 72201-1020**

Applications must be received by 4:00 p.m. March 20, 2009. Applications received after the due date and time will not be considered regardless of the source of the application or its merits.

Date submitted: _____

Person Preparing
Application _____

Title _____

Person Responsible
for Funds _____

**Arkansas Alternative Dispute Resolution Commission
Financial Budget Form - 2009**

Name of Applicant _____

Please provide your projected program/project budget for July 1, 2009 to June 30, 2010. See next page for explanations.

Personnel Costs

CATEGORY	ADR COMMISSION FUNDS REQUESTED	AMOUNT OF OTHER FUNDING SOURCES	TOTAL BUDGET
Professional Staff (No. ____)			
Support Staff (No. ____)			
Other Staff			
Employee Benefits			

Total Personnel Costs: _____

*For all personnel costs please attach a detailed description of the personnel and their roles.

Non-Personnel Costs

CATEGORY	ADR COMMISSION FUNDS REQUESTED	AMOUNT OF OTHER FUNDING SOURCES	TOTAL BUDGET
Space			
Equipment Rental			
Supplies			
Telephone			
Travel			
Training			
Liability			
Insurance			
Dues/Fees			
Audit			
Capitol Additions			
Contract Services			
Other - itemize on separate sheet			

Total Non-Personnel Costs: _____

TOTAL: _____

Arkansas Alternative Dispute Resolution Commission
Financial Budget Form - 2009

PROFESSIONAL STAFF: This category should include all salaries and wages paid to program attorneys, administrators, and managers, whether employed directly or supervised by the program. (e. g. VISTA volunteers) and whether part time, full time, or temporary.

SUPPORT STAFF: This category should include salaries and wages paid to program receptionists, secretaries, and clerks whether employed directly or supervised by the program (e.g. VISTA volunteers, CETA workers, etc.) and whether part-time or temporary.

OTHER STAFF: This category should include salaries and wages paid to all other program staff, whether employed directly or supervised by the program, and whether full-time, part-time or temporary.

EMPLOYEE BENEFITS: This category should include all those commonly accepted fringe benefits paid on behalf of employees, such as retirement, FICA, health and life insurance, workers compensation, unemployment insurance, and other payroll-related costs approved by the program's board of directors.

SPACE: This category includes estimated rent, utility payments, and maintenance or janitorial expenses.

EQUIPMENT RENTAL: This category includes lease or rental expenses for office furniture, fixtures, and equipment (except telephone). It also includes an estimate of maintenance costs for that equipment whether pursuant to a service contract or an estimate of individual repair bills.

OFFICE SUPPLIES AND EXPENSES: This category includes all basic office accessories and supplies, including material used in copiers. Printing and postage, which may be recorded in special accounts, are included in this category. All equipment purchases under \$100 may be placed in this line item.

TELEPHONE: This category includes estimates for the rent of telephone equipment and long distance calls. Similar and related expenses such as telegraph or other telecommunications should be included as well.

PROGRAM TRAVEL: This category includes travel expenses directly related to specific client matters, circuit calls, administration of the program, etc. While most travel placed in this category will be local or intra-state, some inter-state travel should also be included here.

TRAINING: This category includes all non-personnel costs to be paid for with regular program funds, associated with the training or continuing education of staff members. Examples would be: travel to/from training events, per diem, conference registration fees or tuition, purchase of training materials, rent for facilities used in a training event, etc. Materials or equipment purchased for the training with value in excess of \$100 should be reported under "Capitol Additions." No program personnel costs should be included here.

LIABILITY: This category includes professional liability insurance, bonding, property insurance (fire and theft), and liability insurance for property and automobiles.

DUES AND FEES: This category includes amounts paid for the organization or individual employee memberships in bar associations, for state or federal licenses, or costs incurred by associating with any other organization.

AUDIT: This category includes expenses for auditors.

CAPITAL ADDITIONS: This category includes equipment and library purchases over \$100 per item and other major expenses which occur infrequently (e.g. major renovation). Items included should be certain expenditures (e.g. report "office equipment" rather than typewriters, dictating equipment adding machines, etc.) However, please provide a separate footnote for any purchase in excess of \$500.

CONTRACT SERVICES: This category includes two types of contract services. The first is for all payments to contractors that *provide services on behalf of the organization*. This would include, among other things, mediators who provide services to clients of the organization. The other category is for payments to contractors that *provide services to the organization*. This would include, among other things, consultant fees, use of a computer service bureau, bookkeeping or other accounting services.

OTHER: This category includes all program expenses not included above.

**Arkansas Alternative Dispute Resolution Commission
Public and Private Funding Disclosure Form - 2009**

Please list your sources of public or private funds for your program/project for the calendar year from July 1, 2009 to June 30, 2010.

Government

(all public funds
from city, county, _____
state, or federal
agencies _____)

United Way

all funds from
United Way or _____
other community
fund _____

Foundations

funds from private,
local, regional _____
state, national
organizations _____

Bar

from local bar
associations _____
and related
organizations _____

Other

Individual Contributions

Private Contributions _____

Total Contributions

Arkansas Alternative Dispute Resolution Commission
Grant Assurances Form - 2009

Name of Applicant _____

Applicant hereinafter referred to as It assures that:

1. It agrees that no funds provided by the Commission will be used for any political campaign or to support attempts to influence legislation of any governmental body.
2. It agrees that all of the grant funds are to be used for, and only for, the purpose(s) specified in the Commission's award letter. Use of any portion of the grant funds, including interest earned thereon, for any purpose must have the prior written approval of the Commission.
3. It understands and agrees that the grant period for this first grant will be for a grant period of one year, from July 1st through June 30. It further understands and agrees that any unspent funds must be returned to the Commission at the end of the grant period unless it has otherwise received written extension from the Commission.
4. It will not discriminate on the basis of race, color, religion, sex, age, handicap, or national origin against (1) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee; or (2) any person seeking participation in, or the benefits or proceeds of, the program or projects supported in whole or part by this grant.
5. It agrees to notify the Commission as soon as possible, but not later than thirty (30) days, of any material changes occurring in the grantee's program during the grant period for which this grant is made.
6. It will, upon request, cooperate with all data collection and evaluation activities undertaken by the Arkansas ADR Commission, and give any authorized representative of the Commission access to any copies of all financial records, books, papers, or documents, provided that the Commission shall not have access to any reports, records, or information subject to the attorney-client privilege.
7. It will provide copies of audits conducted for the period for which grant funds were granted. If such audits are a routine business item contracted for by the grantee. In addition it will provide a financial accounting conforming to the purpose(s) for which grant funds were awarded as required by the award letter and which has been certified correct by the responsible financial official of your organization. It further agrees that the commission may audit or cause an audit to be conducted of the grant funds in special circumstances with appropriate notice. The grantee agrees to pay the costs incurred for this audit.
8. It understands and agrees that the Commission may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application.
9. It hereby understands and agrees that the Commission has no obligation to finance any project(s) of any applicant and if grant is made, the Commission may decide not to renew it for another period. It also understands and agrees that the Commission may rescind funds allocated if grantee fails to comply with this agreement in any way.
10. It understands and agrees that the application, once received by the Commission, becomes the property of the Commission and any or all of the ideas or information contained therein may be used by the Commission. It further understands that all grant applications are considered public information and will be released upon request. Reasonable costs incurred to provide copies of applications may be assessed against the person requesting the copies.
11. It will provide, upon request, periodic written reports detailing the use of Commission funds in light of the proposed use described in the grant application.

12. It understands that grant awards will be made in two payments and that receipt of the second payment is conditioned upon: (1) the availability of funds; and (2) receipt by the Commission of the financial and narrative grant reports for the first half of the grant award.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these conditions and restrictions. I certify the applicant will comply with these assurances if the application is approved. I understand and agree to comply with sanctions that may be levied against my program if these conditions and restrictions are violated. Sanctions may include a refund of the grant or a portion thereof, forfeiture of future award payments, and/or ineligibility for future grant awards.

Program Director
or Committee Chair _____

Title _____

Signature _____

Date
Chief Officer
or President _____

Title _____

Signature _____

Date _____

Resolution

I, _____, Secretary of _____,

the Chief Officer, and _____, the Program Director, to submit the

attached Grant Application and to execute the above Grant Assurances in a meeting held on

_____ or by ballot mailed on _____

The board of directors authorizes the above signatories to act as its agents in the administration of an ADR Commission grant.

Secretary

Date

**Arkansas Alternative Dispute Resolution Commission
Financial Budget Form - 2009**

Please list your sources of public or private funds for your program/project for the calendar year from July 1, 2009 to June 30, 2010.

Government _____
(all public funds
from city, county, _____
state, or federal
agencies) _____

United Way _____
all funds from
United Way or _____
other community
fund _____

Foundations _____
funds from private,
local, regional, _____
state, national
organizations _____

Bar _____
from local bar
associations _____
and related
organizations _____

Other _____

Individual Contributions _____
Private contributions _____

Total Contributions _____